



## Virtual One Stop (VOS) Bulletin

Prepared by: DES Employment Administration

**Effective Date:** December 17, 2003

**Bulletin Number:** #04-03

**SUBJECT:** Local Area Access Privileges and Responsibilities in VOS

### **BACKGROUND**

Local Administrators are those LWIA staff with access to specialized VOS system functionality that extends beyond the functionality granted to other local VOS users. There are a number of reasons for varying access privileges (user profiles) in the system: (1) it distributes the complex responsibility for maintaining the system's data tables among state and local administrators; (2) it provides an added level of security in that no single user has complete access to all system functions; (3) it facilitates identification and closer examination of data entry practices that may be compromising data integrity.

Based upon suggestions fielded from the state's LWIAs and the state VOS project team, as well as recommendations from Geographic Solutions (the VOS contractor), Attachment A of this bulletin summarizes the Local Administrator responsibilities for VOS. Attachment A1 provides the specific access elements for the Local Administrator user profile. Attachments A2, A3, and A4 are provided as suggested user profiles for other LWIA staff. It is ultimately the responsibility of Local Administrators to determine the specific access privileges that will make up the user profile for staff users in their respective LWIAs. Attachments B, B1, and C refer to DES documents authorizing local access to the VOS system.

### **ACTION REQUIRED**

***As outlined in Attachment A, Local Administrators must ensure that all VOS users within their One-Stop systems complete and sign Form J-125, "DES Request for Terminal Access and Other Activities" (Attachment B1) and Form J-129, "User Affirmation Statement." (Attachment C).*** The originals of all completed forms must be submitted to Mr. Tom Orlor, VOS System Manager, DES – Division of Employment and Rehabilitation Services, Site Code 910-A, Phoenix, AZ 85007 no later than December 31, 2003. Local Administrators should also maintain a copy of these forms for their records and ensure that forms are submitted to DES for all future VOS users. Thank you for your cooperation.

Bulletin Attachments (8)

<b>ELECTRONIC ATTACHMENT</b>	<b>CONTENTS</b>
A	Summary of VOS Local Administrator Access Privileges and Responsibilities.
A1	List of Specific Settings and Levels of Access: Local Administrator Group
A2	List of Specific Settings and Levels of Access: Reception/Intake Staff
A3	List of Specific Settings and Levels of Access: WIA Case Managers
A4	List of Specific Settings and Levels of Access: WIA Supervisors
B	Instructions for Completing Form J-125
B1	Form J-125: DES Request for Terminal Access and Other Activities
C	Form J-129: User Affirmation Statement

***DIRECT INQUIRIES TO***

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